



# National Science Foundation

## *Excepted Position Vacancy*

**ANNOUNCEMENT NO:** E20030003

**OPEN:** 10/16/2002

**CLOSE:** 10/30/2002

**THIS IS A TEMPORARY POSITION TO BE FILLED ON AN INTERMITTENT WORK SCHEDULE, NOT-TO-EXCEED THREE YEARS.**

**POSITION VACANT:** Computer Scientist (Program Director), AD-1550-4. Salary ranges from \$78,265 to \$121,967.

**PROMOTION POTENTIAL:** Computer Scientist (Program Director), AD-1550-4.

**LOCATION:** Directorate for Computer and Information Science and Engineering (CISE), Division of Experimental and Integrative Activities (EIA), Arlington, VA.

**BARGAINING UNIT STATUS:** This position is included in the bargaining unit and will be filled in accordance with the merit staffing provisions of the Collective Bargaining Agreement Article VII.

**AREA OF CONSIDERATION:** All sources.

### **THIS POSITION IS OUTSIDE THE COMPETITIVE CIVIL SERVICE**

Appointment to this position will be made under the Excepted Authority of the NSF Act. Candidates currently in the competitive civil service will be required to waive competitive civil service rights if selected. Disabled veterans with 30% service-connected disabilities as well as other applicants with severe disabilities will be considered without regard to the closing date if applications are received prior to the final selection.

**DUTIES AND RESPONSIBILITIES:** The Division of Experimental and Integrative Activities is responsible for administering programs in support of major experimental facilities, research instrumentation, educational programs, postdoctoral fellowships, undergraduate research experiences, special projects for underrepresented groups, and other scientific activities. The incumbent of this position:

- Designs and implements the proposal review and evaluation process for the program to assure quality of research proposals to be recommended for funding and to assure the adequacy of review.
- Conducts scientific/technical analyses of proposals.
- Selects experts to serve as panel members for review of proposals insuring adequate representation of women, minorities, and the handicapped. Conducts programmatic review, determines funds availability, and evaluates similar or related projects.
- Conducts final review of proposals and evaluations and recommends awards and declinations, based on scientific merit and continuing evaluation of the availability of resources, priorities and knowledge of NSF policies and goals.
- Serves as a consultant within NSF on scientific matters in the field of computer science and serves as the NSF spokesperson in this area. Provides authoritative and expert advice, interacts with other scientific experts and speaks for the office head in coordinating the efforts of others.

- Acts as spokesperson for the agency and advises management, peers at NSF and other Federal agencies, and the scientific community in matters relating to program areas of responsibility. Advice is regarded as authoritative.
- Keeps abreast of relevant scientific research by attending professional meetings, conferences and reviewing scientific literature.
- Manages/monitors grants, contracts, and cooperative agreements under his/her purview to ensure fulfillment of commitments to NSF. Evaluates program content by review of evaluation or reports, publications, and/or site visits. Revises budgets and project descriptions as necessary and provides guidance to program staff and oversees management of the program.

**QUALIFICATIONS REQUIRED:** Applicants must have either a Ph.D. or a master's degree in computer science and/or computer engineering, plus two or more years of successful research, research administration, and/or managerial experience pertinent to the position; or equivalent experience.

**CONDITIONS OF EMPLOYMENT:** Appointment to the position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year trial period is required.

**HOW TO APPLY:** You may apply for this position with the Optional Application for Federal Employment (OF-612), the older Application for Federal Employment (SF-171), a resume, or other application format of your choice - so long as it contains the necessary information (summarized below). You must submit a current Performance Appraisal or letters of recommendation from professionals who can comment on your capabilities.

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also provide the following information:

- Your country of citizenship.
- Your social security number.
- Information about your education, including (1) high school graduation date and (2) college/university information - your major, and type and year of degree(s).
- Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe each separately.
- If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held.
- The brochure *Applying for a Federal Job* provides information on the Federal job application process; it is available by calling the number listed below.

**If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.**

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number E20030003. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information is used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Fred Person, on (703) 292-4369 or email [fperson@nsf.gov](mailto:fperson@nsf.gov). Hearing impaired individuals may call TDD (703) 292-8044.

**NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION**

NATIONAL SCIENCE FOUNDATION  
APPLICANT SURVEY

OMB No. 3145-0096  
Expiration: 7/31/2005

Vacancy Ann. #: \_\_\_\_\_ Position Status (temporary/permanent): \_\_\_\_\_

Position Title/Series/Grade: \_\_\_\_\_

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: \_\_\_\_\_ 2. Year of Birth: \_\_\_\_\_

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

- |   |   |
|---|---|
| 01 - Newspaper (specify) _____  | 10 - Federal, State or local job information center                       |
| 02 - Contact with NSF Personnel Office<br>(Agency Bulletin Board or other Announcement) | 11 - State vocational rehabilitation agency or<br>Veterans Administration |
| 03 - NSF-initiated personal contact   | 12 - State employment office  |
| 04 - Science Magazine, or other professional journal or magazine<br>(specify) _____     | 13 - School or college counselor or other official                        |
| 05 - Affirmative Action Register  | 14 - Private job Information service                                      |
| 06 - Attendance at conference, meeting or job fair<br>(specify) _____                   | 15 - Private employment service   |
| 07 - NSF recruitment at school or college   | 16 - Friend or relative working at NSF                                    |
| 08 - Colleague referral   | 17 - Friend or relative not working at NSF                                |
| 09 - NSF Bulletin   | 18 - NSF website  |
|   | 19 - Internet or other website  |
|   | 20 - Other (specify) _____  |

4. Select the ethnic category with which you most closely identify:

- A. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- B. **Not Hispanic or Latino.**

5. Select one or more racial category with which you most closely identify:

- A. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- B. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- C. **Black or African American.** A person having origins in any of the black racial groups of Africa.
- D. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- E. **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

6. Sex (Circle the appropriate letter.) F - Female M - Male

7. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis;  
6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs  
and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: \_\_\_\_\_

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER